

ADMINISTRATIVE MANAGER - Career Executive
Administrator, Division of Administrative Services & Technology

Under the general supervision of the Deputy Secretary, this position serves as a member of the Secretary's management team and is responsible for the management of the Division of Administrative Services and Technology. This includes the direct responsibility for supervising the Directors of Information Technology, Budget and Fiscal Operations, the Program Assistant Supervisor and the provision of Human Resource services in conjunction with the Department of Administration. This is a professional administrator position that is responsible for agency-wide policy development, analysis, implementation and management of all administrative support functions. The position serves as an advisor to the Secretary and Deputy Secretary on all matters relating to support, resources and services available or required to achieve agency goals. The incumbent is responsible for reviewing the needs of the various Divisions and Offices and implementing programs that are consistent with the combined mission of the agency. This includes policy analysis, review, implementation and providing direction for work executed in the Budget, Fiscal, Human Resources, Information Technology and General Services areas.

- 35% A. Management of the Administrative Services & Technology Division.
- A.1 Plan, organize, implement, evaluate and establish direction of all programs and services provided by this Division.
 - A.2 Advise Secretary, Deputy and management team of policy and program developments within the Division.
 - A.3 Provide direction and supervision to technical and professional staff of the Division; establish program priorities; identify new programs and services; establish program goals.
 - A.4 Direct the development of systems, methods and procedures which affect the entire agency.
 - A.5 Serve as a member of various intra-agency committees to plan, coordinate and develop agency policies to assure compliance with laws, rules, regulations and other procedures associated with the services of the Division.
 - A.6 Develop an annual strategic business plan for the Division, assuring that the business goals are in tune with those of the Department.
- 20% B. Administration of Budget and Fiscal Operations
- B.1 Direct the development and implementation of the agency's biennial and emergency budget requests.
 - B.2 Direct the analysis of internal budget requests and fiscal notes.
 - B.3 Report to the Secretary, Deputy and management team on policy development related to all financial management issues.
 - B.4 Act as liaison between the agency, the Department of Administration and the Legislative Fiscal Bureau and for other statewide programs on complex or sensitive financial issues.
 - B.5 Direct the development and implementation of agency financial reporting systems to assure sound controls.
 - B.6 Direct the development of all financial management policies and procedures.
 - B.7 Direct disbursement and collection activities to ensure prompt payments, collection and deposits.

- B.8 Establish policies and procedures for setting rates for the annual assessment of financial institutions. Assure that documentation, analysis and justifications are provided to the Review Boards for their approval of these rates. Direct billing and collection activities.
- B.9 Oversee the setting of all rates within the Department to assure internal consistency and compliance with rules and statutes.
- B.10 Oversee the operating budget to insure compliance with budgetary requirements and the effective and efficient use of the resources in accomplishing the agency's mission.

20% C. Administration and Coordination of Human Resource Management.

- C.1 Coordinate with DOA on the administration of the personnel function for the agency, assuring compliance with all applicable rules and statutes while accomplishing the business objectives of the organization.
- C.2 As the delegated appointing authority, oversee the recruitment activities for the agency.
- C.3 Implement complex personnel strategies including, but not limited to reorganizations, classification analyses and compensation initiatives.
- C.4 Monitor the agency's performance evaluation program, overseeing changes to the program, as needed.
- C.5 Oversee training activities, including an assessment for staff training, supervisory curriculums and technology related programs.
- C.6 Advise on Affirmative Action issues for the agency. Oversee implementation of plans and monitor effectiveness and compliance with state and federal laws.
- C.7 Oversee implementation of collective bargaining agreements that affect employees of the agency, assuring that all agreements are adhered to by agency managers.
- C.8 Monitor all payroll and benefit administration activities, employee assistance, and health and safety program efforts for the agency.

20% D. Administration of Information Technology.

- D.1 Direct and review information systems planning, by overseeing the biennial Department Information Technology Plan to DOA, and ongoing planning efforts within the department.
- D.2 Coordinate the IT Plan with the Biennial budget submission so that there are adequate resources being requested to accomplish Department goals.
- D.3 Assure that agency business goals are met through the allocation of resources in a manner to best achieve those goals.
- D.4 Oversee the acquisition of resources needed to carry out the IT function within the agency, including equipment and contracted personal.
- D.5 Assure that adequate training is provided to information technology staff to keep their skills at high standards.
- D.6 Oversee activities to assure compliance with DOA procurement, including all statutes, rules and regulations for major equipment purchases.
- D.7 Oversee and approve, where appropriate all contracts for IT goods and services.

- D.8 Direct the implementation of adequate security and disaster recovery plans and procedures to safeguard the integrity of the data of the entire agency.
- 5% E. Administration of General Services Management:
- E.1 Oversee the main receptionist function so that customers are greeted and directed appropriately. This includes both visitors and those who call the department.
- E.2 Assure that miscellaneous supplies are ordered and that the parking for visitors and staff is in compliance with agency rules.
- E.3 Assure the maintenance of property inventory control and surplus property management.
- E.4 Oversee the facilities management program to ensure equitable space allocation and effective operation and maintenance.
- E.5 Direct the agency's security to assure that there is adequate employee safety to minimize risk of injury and associated costs to the agency. Assure that the security system is upgraded, tested regularly, in good operating condition.
- E.7 Assure that the agency's forms and records management programs are in compliance with DOA rules, and that forms and record management series are up-to-date, and assessable.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of administrative management principles.
- Administrative policy.
- Planning and decision making techniques.
- Organizational management.
- Organizational behavior.
- Professional communications.
- Supervisory principles.
- Principles of operations management.
- Facilities management.
- Knowledge of general business services.
- An ability to lead, guide and oversee the implementation of innovative business programs and services to include improvements in electronic technologies.
- Knowledge of governmental programs and operations.
- Public policy administration with a strong emphasis on budget and fiscal services and on human resource programs.
- Highly developed computer skills.
- Overall strong leadership skills and abilities.